CalPERS

ACES
Automated Communications
Exchange System

Communicating Electronically with Employers

Procedures for Submitting Payroll via ACES

Date: February 07, 2003

Version: 1.2

Submitting Payroll

General

- Employers will send payroll files electronically via ACES, but will mail or fax the summary depending on their payment option.
- Employers will NOT submit hard copies; however, a hard copy must be available if requested by CalPERS.
- Final summaries must be marked with "ACES" on the top of the summary report. This will ensure timely processing.

Procedures

When a payroll file should be submitted via ACES, and how the Summary Report should be sent to CalPERS depends on how contributions are paid:

1. If full advance is paid:
   - Fax final summary to the Fiscal Services Division at (916) 231-7901.
   - Send payroll file via ACES the same day.
2. If employer pays contributions through Electronic Funds Transfer (EFT):
   - Fax final summary to the Fiscal Services Division at (916) 231-7901.
   - Send payroll file via ACES the same day.
3. If employer pays contributions by check:
   - Send the check and final summary through the mail. Mark "ACES" on the top of the summary.
   - Send payroll file via ACES the same day the summary and check are mailed.

## Naming Standards for CalPERS Payroll File

1. Must be a .txt file format.
2. The file must be named "Persfile.txt"

Transmitting Payroll Files

1. Open the **File Transfer** folder and click **Transmit File**.
2. Choose "Payroll -Transaction" from the **Type of File** drop-down list.
3. Click **Browse** to locate the appropriate file.
4. Double click on the appropriate file, or, highlight the file and click **Open**.
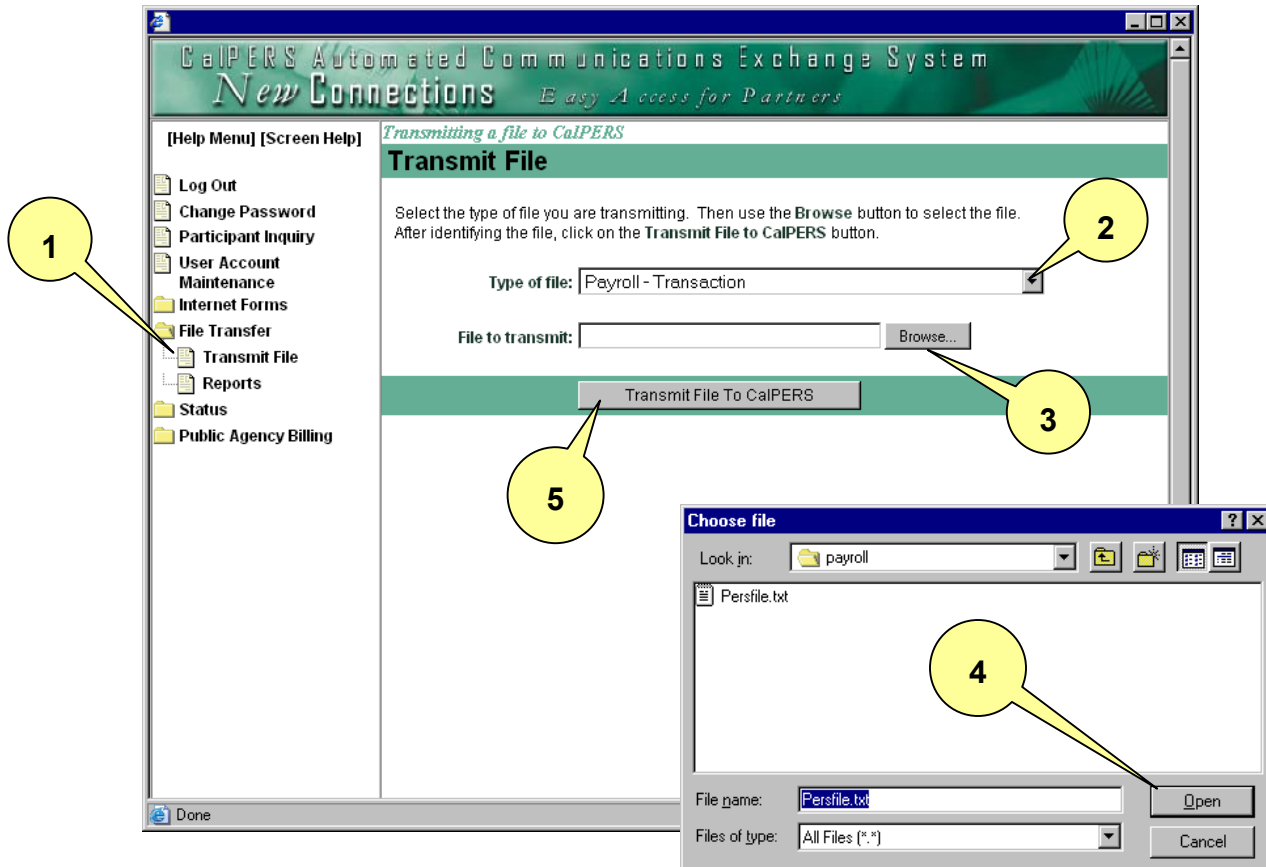
5. Click **Transmit File to CalPERS**. A progress bar will indicate the status of the transmission.
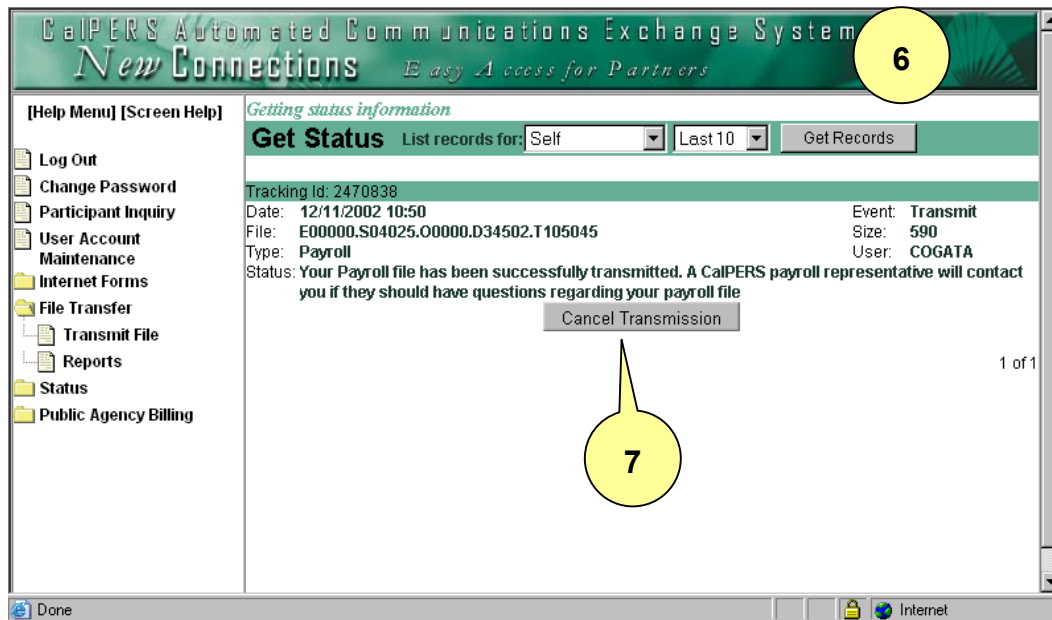
6. You will receive a confirmation page.
7. If you transmitted a file in error, you may click **Cancel Transmission**.